



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division  
Superintendent

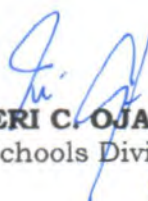
29 FEB 2024

DIVISION MEMORANDUM  
No. 0172, s. 2024

**RETURN TO SCHOOL ORDER FOR ALL SCHOOL-BASED NON-TEACHING  
PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019 AND FY 2020-2023**


TO: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/District-In-Charge  
Public Elem./Secondary Schools Administrators  
All Others Concerned

1. This Office is circulating the enclosed Regional Memorandum No. 159 s. 2024 and Memorandum DM-OUHROD-2024-0270 titled "**Return to School Order for all School-Based Non-Teaching Personnel created in Fiscal Year (FY) 2017-2019 and FY 2020-2023**" instructing all ROs and SDOs to ensure that all school-based non-teaching personnel detailed in other offices are deployed in their assigned schools.
2. For more information, please refer to the attached Regional Memorandum and Memorandum DM-OUHROD-2024-0270.
3. Immediate dissemination of this memorandum is enjoined.

  
**NERI C. OJASTRO EdD, CESO V**  
Schools Division Superintendent  
2/28/24

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Encl.: As stated

NCO/EQA-RVV/AdS/IRV/jibalacy  
February 28, 2024 



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Deped Tayo SDS Negros Oriental



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. **159** s. 2024

28 FEB 2024

**RETURN TO SCHOOL ORDER FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019 AND FY 2020-2023**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This Office is hereby disseminating the enclosed Memorandum DM-OUHROD-2024-0270 titled "**Return to School Order for all School-Based Non-Teaching Personnel created in Fiscal year (FY) 2017-2019 and FY 2020-2023**" instructing all Ros and SDOs to ensure that all school-based non-teaching personnel detailed in other offices are deployed in their assigned schools.
2. All Administrative Assistant III (ADAS III) and Administrative Assistant II created in FY 2017-2019 and Administrative Officer II (AO II) and Project Development Officer I (PDO I) created in FY 2020-2023 must immediately report and permanently be stationed at their schools.
3. For more details, kindly refer to the attached communication;
4. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/FYA/ASD/IPC/arc



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DepEd Tayo Region VII

[region7.deped.gov.ph](http://region7.deped.gov.ph)

2. All Administrative Officer II (**AO II**) and Project Development Officer I (**PDO I**) created in FY 2020-2023.

This Memorandum is consistent with DM-OUHROD-2024-0123 which states that "Non-teaching personnel intended for schools still stationed in SDOs shall be immediately deployed." Furthermore, this **Return to School Order** shall strengthen the mechanisms intended to provide administrative support that schools need to enable teachers to focus on quality instruction and provide manpower complement in all public schools.

Failure to comply with this Memorandum **shall be dealt with accordingly**.

**For your immediate and strict compliance.**

Copy furnished:

**ATTY. MICHAEL WESLEY T. POA**  
*Undersecretary and Chief of Staff*

**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**FRANCIS CESAR B. BRINGAS**  
*Assistant Secretary for Operations*



Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**


**MEMORANDUM**  
**DM-OUHROD-2024-0270**

FEB 23 2024

TO : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

9

9:44PM

FROM :   
**WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-In-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

SUBJECT : **RETURN TO SCHOOL ORDER FOR ALL SCHOOL-BASED NON-TEACHING PERSONNEL CREATED IN FISCAL YEAR (FY) 2017-2019 AND FY 2020-2023**

DATE : 21 February 2024

On 30 January 2024, the Department of Education (DepEd) issued **DM-OUHROD-2024-0123**, or the *Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers Pursuant to DepEd Order No. 002, s. 2024*, which provided guidelines and instructions to Regional Offices (ROs) and Schools Division Offices (SDOs) on the support needed by schools to abide according to provisions of **DO 002, s. 2024**.

In support of this endeavor, **the Department hereby instructs all ROs and SDOs to ensure that all school-based non-teaching personnel detailed in other offices are deployed in their assigned schools.**

Specific to this instruction, **the following school-based non-teaching personnel must immediately report and permanently be stationed at their schools:**

1. All Administrative Assistant III (**ADAS III**) and Administrative Assistant II (**ADAS II**) created in FY 2017-2019; and